



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
BARQUIST ARMY HEALTH CLINIC
1434 PORTER STREET
FORT DETRICK, MD 21702-9210

MCXR-FTD

20 August 2007

MEMORANDUM FOR All Patient Care areas

SUBJECT: No Show Policy

1. Barquist Army Health Clinic only possesses a limited amount of appointments to meet all of our beneficiaries needs. When patients do not show up for their appointments it severely hampers our ability to perform our mission. While there are always unforeseen circumstances, habitual no shows cannot continue to occur.
2. The following will constitute Barquist's No Show policy:
 - a. TWO No Shows within 6 week period:
 - Active duty member: Letter will be sent to service member and service member's Command
 - Dependent Beneficiary: Letter will be sent to Active Duty Service Member (ADSM)
 - Retired Beneficiary: Letter sent to household
 - b. THREE No Shows within 6 week period:
 - Active duty member: Service Member will be required to have first line supervisor make appointment
 - Dependent Beneficiary: ADSM will be required to make appointment
 - Retired Beneficiary: Appointment will have to be made in person
 - c. FOUR No Shows within 6 week period:
 - Active Duty Member: No further appointments made until Commander issues memo stating SM will be compliant
 - Dependent Beneficiary: Appointments made only after meeting with Beneficiary and ADSM with Barquist Commander
 - Retired Beneficiary: Appointments made only after meeting with Beneficiary and Barquist Commander
3. Point of Contact: LTC Jeffrey C. Leggit @ 301-619-6917

/*Original Signed*/
Jeffrey C. Leggit MD
LTC, MC
Commander, BAHC